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CENTRAL INTELLIGENCE AGENCY
National Foreign Assessment Center
Office of Imagery Analysis

WORKING PAPER

Technical Staff
Significant Items Week of 8-12 January 1979

1. The most recent weekly report from the Information and Privacy Staff stated that during CY 1978 the Agency expended [redacted] the equivalent of about [redacted] full-time employees -- on processing FOIA, privacy and classification requests. This represents a 7 percent increase over the previous year. Almost all of the Agency's increase can be attributed to the DDO, which increased its manpower total by about 30 percent. NFAC was the only other component showing an increase -- less than 1.5 percent. [redacted]

25X1

2. Pursuant to Executive Order 12065, the following guidance is offered for the classification and marking of a Fitness Report, Form 45. [redacted]

a. The overall classification must be SECRET or lower. [redacted]

25X1

b. Marking by identifiable portions will be done in the most expeditious manner. In many cases, Section C, "Specific Duties", will not be classified. However, unless, the entire Fitness Report is unclassified, each of the duties should be followed by (U) to indicate unclassified. [redacted]

c. Most instances of classified content will occur in Sections D and E, "Narrative Comments". Here the paragraphs should be marked as appropriate and should not present a problem. [redacted]

25X1

d. The derivative classification stamp will be used on the first page if the Fitness Report is classified CONFIDENTIAL or SECRET. [redacted]

25X1

For CONFIDENTIAL Use:

[Redacted box for CONFIDENTIAL Use]

For SECRET Use:

[Redacted box for SECRET Use]

No stamp is used if the total Fitness Report is unclassified. [redacted]

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Secret

25X1

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25X1 5. [] attended the first running of NPIC's Requirements Processing Conference for two and one-half days [] as an instructor and student. The conference was attended by all of NPIC's collateral researchers, members of the Exploitation Support Branch of PSG, and guest speakers. The primary purpose of the conference was to provide a group forum for addressing common problems in collection and exploitation tasking. []

25X1 Items discussed in detail included system capabilities and special acquisition requests, requirements processing through the Joint Requirements Working Group of COMIREX, and ad hoc and standing requirements processing, extensions, modifications, feedback, etc. []

25X1 Overall, [] thought the conference was worthwhile with about 75 percent applicable to OIA. Preliminary indications are that NPIC will run another such conference sometime this spring, possibly for first line managers. []

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Chief, Technical Staff
Office of Imagery Analysis